

Arcamo, Judith

From: Gerry Weiss [gerryweiss@comcast.net]
Sent: Wednesday, January 20, 2010 8:05 PM
To: Select Board; Rosenblatt, Roy; Arcamo, Judith; Shaffer, Larry; Reikka; Nancy Gregg; Laus, Mary Jane
Subject: Reorganizing human service committees
Attachments: related committee charges.pdf

Follow Up Flag: Follow up
Due By: Thursday, January 21, 2010 10:00 AM
Flag Status: Flagged

Judith and Stephanie, please include this in the next packet. Committee chairs, please pass this along to all members. Mary Jane, I've sent this to you as I believe Paulette was chair but has gone on to the big time.

And remember committee members, please do not reply to this email. All discussion needs to be done in open meeting.

Thanks very much

Gerry

Proposal to dissolve 3 committees (FH/HP, COH and CDC) and form one new committee, to be called the **Housing and Community Development Committee** (HCDC)

Rationale: For the past few years, the SB and Town Manager have set a course to consolidate departments when feasible. One issue that has come up is the extraordinary amount of time Town staff spend as staff support to the many committees and boards in town. The 3 committees named above are all staffed by the Director of Community Development. At the same time, these 3 committees have overlapping functions and therefore need to have fluid communication to function effectively. Currently, this communication is primarily done by the Director of CD and is thus a further strain on his time. Also, the position of Director of Community Services will be left unfilled after Roy's retirement on July 1. Larry's plan is to have staff from the Planning Department liaison these committees along with Roy, who will be retained on a part time basis helping out. The new staffing model will work better for one committee. I will also recommend to the SB that the new committee create sub committees to do very specific work on homelessness, overseeing the CDBG and housing projects to be brought to Town Meeting. Likely, this will be in the new charge.

It is my belief that by combining the functions of the 3 current committees into one, there will be greater communication, less wasted time, and more accomplished toward similar goals.

Process: What needs to be worked out is the charge. As I read the charges for the 3 committees, it looks like a formidable task to create one new charge. I'm very open to your suggestions. I'm going to recommend a start date of July 1, 2010 which will give all of us time to work out a new charge and be ready for the new staffing paradigm.

I would recommend that the committee have 9 voting members, with a SB liaison and staff support, and sub committees as mentioned above.



TOWN OF AMHERST

COMMITTEE CHARGE

Name: COMMITTEE ON HOMELESSNESS

Appointing authority: Select Board

Type: Committee

Number of voting members: 7

Town bylaw:

Member appointment: 3 years

Note: Where possible, the Select Board will appoint two homeless persons or formerly homeless persons to the Committee.

Committee charge summary:

1. To attend meetings and participate as an official representative of the Town of Amherst in Northampton/Holyoke Regional Ten Year Plan to End Homelessness initiative.
2. To collaborate with other towns/cities and their relevant committees, as well as any relevant Amherst committees to find cooperative approaches for support of the homeless in Amherst.
3. To research and make recommendations to the Select Board of the best known practices to end homelessness in Amherst.
4. To assist the Town and Town Manager in implementing the recommendations.
5. To brief the Select Board and file written reports to Select Board in September and March of every year on the Committee's work/progress.
6. To make recommendations to the Amherst Housing Authority and the Community Preservation Act Committee.

TOWN OF AMHERST COMMITTEE CHARGE

Name: Community Development Committee

Appointing authority: Select Board

Type: Committee

Number of voting members: 7

Non-voting liaisons: Community Services Director

Town bylaw: No

Member appointment: 3 yrs.

The Committee will consist of seven (7) members that shall include one member representing the Housing Partnership/Fair Housing Committee and one (1) member representing the Public Transportation Committee. At least two Committee members must be low or moderate income as defined by the United States Department of Housing and Urban Development.

Committee Charge Summary:

The Committee will be responsible for making recommendations to the Select Board regarding the Town's Community Development Block Grant Program that includes both social service and non-social service community development activities.

The Committee will:

- gather input from low- and moderate-income Amherst residents that may include hosting community events and meetings to identify specific CDBG eligible activities,
- gather input from other boards and committees and Town departments regarding specific CDBG eligible activities,
- review and evaluate funding requests from Town boards/committees, local social service agencies, citizens and others interested in receiving CDBG project funding from the Town of Amherst,
- make recommendations to the Select Board regarding CDBG projects to be included in grant applications,
- participate in Select Board CDBG public hearings as required,
- monitor the progress of CDBG project implementation.

The committee will continue to be responsible for making recommendations to the Select Board regarding requests from social service agencies interested in receiving funding from the Town of Amherst.

The Committee will:

- review funding requests from Human Services agencies interested in receiving funding from the Town of Amherst establish appropriate procedures and adhere to Select Board guidelines in reviewing and recommending funding for Human Service agencies,
- make funding recommendations to the Select Board, the Finance Committee, and the Town Manager,
- schedule and hold public hearings as required,

- periodically evaluate social service agencies that may include an on-site review of program services,
- at each Annual Town Meeting the Community Development Committee will prepare a report that describes the services provided by each agency receiving Town funds. This will include information on the number of clients served in the proceeding fiscal year,
- inform Amherst residents of the services provided by these human service agencies via various means such as the Town website and monthly ACTV public announcements.

Voted at the June 7, 2006 Select Board Meeting



TOWN OF AMHERST

COMMITTEE CHARGE

Name: HOUSING PARTNERSHIP/FAIR HOUSING COMMITTEE

Appointing authority: SB

Town code: 17

Type: Committee

Town bylaw: no

Number of voting members: 7

Member appointment: 3 yrs.

Voting members to include (where possible): One member involved in UMass off-campus housing.

Non-voting liaisons:

Committee charge summary:

The committee's tasks include the following:

- 1) to review possible imbalances in the geographical patterns of residences occupied by persons who are members of minority racial groups,
- 2) to review a Fair Housing Plan and Program and to recommend action on same periodically to the Select Board,
- 3) to supervise the publication and updating of "A Guide to Understanding Your Rights and Responsibilities as a Landlord or Tenant,
- 4) to review residential development projects and to submit recommendations to appropriate town boards and committees,
- 5) to solicit private sector involvement to increase opportunities for affordability, within the context of growth management measures,
- 6) to maintain public and media relations on housing issues including the preparation of a "developer's packet," and
- 7) to investigate the formation of a non-profit development agency.

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On June 15, 1998, the Select Board voted to designate board and committee members as "special municipal employees" under the terms and conditions of G.L. c. 268A.

TOWN OF AMHERST
COMMITTEE CHARGE

NAME: EMERGENCY HOMELESSNESS TASK FORCE

APPOINTING AUTHORITY: Select Board

TYPE: Committee

TOWN BYLAW: None

NUMBER OF VOTING MEMBERS: 7

MEMBER APPOINTMENT: 1 year

VOTING MEMBERS TO INCLUDE (WHERE POSSIBLE): Two members of the Housing Partnership/Fair Housing Committee, one member from the UMASS Commuter Services Office, one member from the Amherst Human Services Network and three at-large members.

NON-VOTING LIAISONS: Director of Community Services

COMMITTEE CHARGE SUMMARY:

The Amherst Select Board will appoint a task force to work on homelessness within the Town of Amherst.

The mission of the task force will be to work on outreach and solutions for people who are in need of emergency shelter; to evaluate the extent of the homeless problem within the town; and offer further recommendations.

The task force will consist of seven (7) members. Two members will come from the Fair Housing/Housing Partnership Committee, one from the UMASS Commuter Services Office, one member from the Amherst Human Services Network, and three at-large members.

The Task Force will complete its charge by submitting their findings to the Select Board within one year of its inception.



TOWN OF AMHERST

COMMITTEE CHARGE

Name: HOUSING IMPACT STUDY TASK FORCE

Appointing authority: SB

Town code: 05

Type: Task Force

Town by-law: Town Meeting
article, 1992

Number of voting members: 7

Member appointment: 1 yr.

Voting members to include (where possible):

Non-voting liaisons:

Committee charge summary:

The Task Force is charged to study the impact of housing of all kinds on the Town's tax rate. In the broadest sense, this will involve estimating the contributions made by or on behalf of the residents of each housing category (e.g., direct property tax payments, rent payments which result in property tax payments, payments in lieu of taxes, in-kind contributions); to support tax funded activities. The Task Force will also estimate town tax-related expenditures from all sources per housing unit.

The research design involved in the fulfillment of this charge must be approved by the Select Board during the Fall of 1992. The Task Force is to work with individuals and agencies that may appropriately serve as resources in data gathering and analysis, and it is to hold at least one public hearing early on in its work.

A written report is to be submitted by January 1, 1993.

Final Report submitted September 1993.



TOWN OF AMHERST

COMMITTEE CHARGE

Name: ADVISORY COMMITTEE ON CHILDREN'S SERVICES

Appointing authority: SB

Town code: 01

Type: Committee

Town bylaw: no

Number of voting members: 7

Member appointment: 3 yrs.

Voting members to include (where possible):

Non-voting liaisons: School Committee (1), Select Board (1)

Committee charge summary:

This committee advises the Director of Amherst Children's Services and the Select Board on issues concerning child care and children's services in the Amherst Community.

The committee develops strategies for families (especially low income families) to find affordable quality child care. In addition to its referral services, the committee develops initiatives for increasing the availability of affordable child care in Amherst.

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TOWN OF AMHERST

COMMITTEE CHARGE

Name: HUMAN SERVICES FUNDING COMMITTEE

Appointing authority: SB

Town code: 43

Type: Committee

Town bylaw: no

Number of voting members: 5

Member appointment: 3 yrs.

Non-voting liaisons:

Committee charge summary:

The committee reviews funding requests from Human Services agencies and recommends funding to the Select Board, the Finance Committee, and the Town Manager. The committee establishes appropriate procedures and adheres to Select Board guidelines in reviewing and recommending funding for Human Service agencies.

On June 15, 1998, the Select Board voted to designate board and committee members as "special municipal employees" under the terms and conditions of G.L. c. 268A.